Apartment 4, Building 2

Breezy Heights

Mt. Hope

[Jessicafrank68@yahoo.com](mailto:Jessicafrank68@yahoo.com)

Telephone: 275-6681

Objective:

Seeking a position as a General Worker at your company utilizing profound skills in managing a diverse set of duties in order to ensure smooth flow of company’s operations.

Summary of Qualifications:

Reliable and flexible worker with an agreeable character and a solar customer service ethic. Skilled multi-tasker with abilities to handle a number of workplace responsibilities with accuracy and efficiency.

Core Qualifications

* High ability to follow written and oral instructions
* Strong basic mathematical skills
* Excellent grasp of safety guidelines for a variety of job contexts
* Good oral and written communication abilities

Highlights

* General maintenance
* Repair understanding
* Time management
* Documentation
* Multi-tasker
* Excellent problem solver
* Strong communication skills
* Cooperative

Employment History

Barista at Rituals - April 2017 to Present

Salesclerk at Blue Grass – April 2016 to April 2017

Education

* Bishop Anstey High School East (2010-2015)

8 CSEC subjects

* University of the Southern Caribbean (2015-Present)